

**COUNTY OF SAN DIEGO – DEPARTMENT OF PURCHASING AND CONTRACTING**  
**CONTRACT NO. 562908 AMENDMENT NO. 3**

Arbor E&T, LLC dba ResCare Workforce Services (“Contractor”) and the County of San Diego (“County”) enter into this amendment (“Amendment”) to amend the above-referenced contract (“Contract”) as described herein.

Title of Contract:	Emergency Non-Congregate Sheltering (COVID-19) Program
Amendment Effective Date:	March 1, 2021

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**Description of Contract Change(s):**

1. Contract Terms and Work: The Contract Terms and Work are modified as follows:
  - 1.1. Revise Exhibit A – Statement of Work Section 1 to add the following sentence at the end of the paragraph:  
“Contractor shall provide the services above, as well as assist with permanent placement for individuals sheltered in the Emergency Non-Congregate Sheltering Program based on a high-risk condition, in accordance with CDC guidelines/recommendations and Project Roomkey (PRK).”
  - 1.2. Revise Exhibit A – Statement of Work Section 2 to insert the following Project Roomkey background after the first paragraph:  
“In March 2020, communities across California began operating PRK, a statewide, locally driven and state supported initiative to provide emergency non-congregate shelter (NCS) protective placements (e.g., hotel/motels) for people experiencing homelessness and in need of isolation. Counties and tribes operating PRK sites have continued to keep people experiencing homelessness and their communities safe during the COVID-19 pandemic. In response to the ongoing and increasing spread of COVID-19, PRK remains critical and is consistent with statewide and national public health recommendations and guidance. In December 2020, County of San Diego accepted PRK funding and will utilize the funding within the local PRK to urgently move participants into safe and stable housing.”
  - 1.3. Revise Exhibit A – Statement of Work Section 3, adding additional definitions, to reflect as follows:
    - 3.1. Beneficiary/Client/Participant/Individual – Individual(s) provided temporary sheltering service through this contract who have tested positive for COVID-19 or otherwise met criteria for sheltering through this contract.
    - 3.2. Case Management – The process by which the contractor provides linkages with other housing and service systems and its providers, acts as liaison between the target population and those other systems, and coordinates referrals to ensure access to necessary services to assist the target population to address their comprehensive needs.
    - 3.3. Coordinated Entry System (CES) – The Coordinated Entry System (CES) is a collaborative process that supports homeless dedicated service providers in their work to help clients resolve homelessness. The Coordinated Entry System, along with the Homeless Management Information System, provides the infrastructure for providers connecting those in need to community resources.
    - 3.4. Homeless – An individual or family who lacks housing; who lives on the streets; who stays in an abandoned building, vehicle or other areas not intended for human habitation.
    - 3.5. Homeless Management Information System (HMIS) – System used to compile data received from clients who are experiencing homelessness.
    - 3.6. Hotel/Motel Relationships – Agreements, formal or informal, with hotel/motels that allow for quick placement of program participants.
    - 3.7. Household Unit – Individuals and/or families that would be residing together in one unit.
    - 3.8. Service Area – County of San Diego region.
    - 3.9. VI-SPDAT- Vulnerability Index Services Prioritization Decision Assistance Tool is a survey administered both to individuals and families to determine risk and prioritization when providing assistance to homeless and at-risk of homelessness persons.
  - 1.4. Revise Exhibit A – Statement of Work Section 4.1.10 to clarify length of stay for certain individuals and replace the word “housed” with the word “lodged”, as follows:
    - 4.1.10. Individuals who have been tested and confirmed positive for COVID-19 virus, or persons under investigation (PUI) and are unable to self-quarantine shall only remain lodged in the hotel/motel sheltering program until they have been cleared for discharge from the program by fulfilling the requirements for isolation/quarantine per the County of San Diego Public Health Officer’s Order supported by the Centers for Disease Control and Prevention (CDC) guidelines/recommendations.
  - 1.5. Revise Exhibit A – Statement of Work Section 4.1.12 to replace 11:59 pm with 11pm.
  - 1.6. Revise Exhibit A – Statement of Work Section 4.1.16, to require that individuals be reached same day, as follows:
    - 4.1.16. Daily wellness checks shall be conducted by nurses who call each guest to conduct wellness checks. In addition, they will provide face-to-face and/or secondary calls for follow-up throughout the day until client is reached within the same day, with a focus on CDC-listed COVID-19-symptoms and medical emergencies until guests have been reached or screened for wellness and safety.
  - 1.7. Revise Exhibit A – Statement of Work Section 4.1.21.2 to state Contractor shall coordinate with County to identify

individuals for testing, as follows:

4.1.21.2. Contractor shall coordinate with County to identify individuals to be tested, date, and results.

- 1.8. Revise Exhibit A – Statement of Work to add new Section 4.1.21.3 with Contractor requirements for conducting testing as follows:

4.1.21.3. Effective upon receiving training from County, Contractor shall conduct on-site COVID-19 testing, including waste management protocol, for individuals identified as per section 4.1.21.2 above.

- 1.9. Revise Exhibit A – Statement of Work to add a new Section 4.1.22 with requirements for Welcome Calls, as follows:

4.1.22. Contractor shall conduct a welcome call for all new guests upon arrival to shelter for the purpose of orienting the individual to the non-congregate COVID shelter program and shall provide a Welcome Packet with information developed for program participants in collaboration with County.

- 1.10. Revise Exhibit A – Statement of Work Section 4.2.2.1, adding the word “potentially”, as follows:

4.2.2.1. If the individual is determined potentially eligible and would benefit from services, Contractor shall assist the individual as appropriate to receive such services.

- 1.11. Revise Exhibit A – Statement of Work Section 4.2.3.1 to add the following after “Rapid Re-Housing”:

“and shall assist client in completing assistance applications for programs to which they may be potentially eligible.”

- 1.12. Revise Exhibit A – Statement of Work to add a new Sections 4.3.6.3.5 & 4.3.6.3.6 with requirements for completion of VI-SPDAT and CES updates, as follows:

4.3.6.3.5. Complete a VI-SPDAT for homeless clients sheltered based on a high-risk condition and shall obtain CES matches, as applicable, in order to assist the client in receiving Rapid Rehousing or Permanent Supportive Housing services.

4.3.6.3.6. Update services in the Coordinated Entry System (CES) no less than every sixty (60) days.

- 1.13. Revise Exhibit A – Statement of Work Section 4.3.6.4 to allow for verbal acknowledgment and agreement to Client Participation Agreement, as follows:

4.3.6.4. All clients are required to sign or verbally acknowledge and agree to a program participation form approved by the County that outlines rules and regulations that must be followed in addition to Public Health orders if issued. Contractor shall document client agreement or collect signed participation form from client within 24 hours of hotel placement. Rules must include but are not limited to:

- 1.14. Revise Exhibit A – Statement of Work to add new Section 4.3.6.5 with requirement to obtain medical verification, as follows:

4.3.6.5. Contractor shall obtain medical verification or self-certification of high-risk medical condition form from each individual sheltered due to high-risk condition.

- 1.15. Revise Exhibit A – Statement of Work Section 4.6.3 to remove the requirement for hard copy client files and replace with “shall document”, as follows:

4.6.3. Contractor shall document, at minimum, the following for each person contacted:

- 1.16. Revise Exhibit A – Statement of Work Section 4.6.3.6 to require Contractor to coordinate with County.

- 1.17. Revise Exhibit A – Statement of Work Section 4.6.7 to require HMIS entry within seventy-two (72) hours.

- 1.18. Revise Exhibit A – Statement of Work Section 4.6.8. to delete the requirement for Contractor to provide summary report by 15<sup>th</sup> each month.

- 1.19. Revise Exhibit A – Statement of Work Section 4.6.8.1 to add that Critical Incidents shall be reported Immediately (within twelve (12) hours of event.)

- 1.20. Revise Exhibit A – Statement of Work to add new Section 4.6.8.3.16.5, as follows:

4.6.8.3.16.5. Other, with description of destinations

- 1.21. See attached revised Exhibit A, Statement of Work marked Amendment 03.

2. Compensation: The compensation due to Contractor under the Contract is increased by a maximum amount of \$15,844,431 for an amended total contract price not to exceed \$57,699,922 with an amended Option Period 1 price of \$30,401,255 and Option Period 2 price of \$14,554,693. Total Contract price is not to exceed \$57,699,922. See attached revised Exhibit C, Pricing Schedule marked Amendment 03.

3. Term of Agreement: The Contract term remains unchanged through December 31, 2021.

All other terms and conditions of the Contract shall remain in effect.

IN WITNESS WHEREOF, County and Contractor have executed this Amendment effective as of the date set forth above. This Amendment is not valid unless signed by Contractor and the County Department of Purchasing and Contracting.

CONTRACTOR:

By: 

MARK BOUGLASS, President

Date: 3/26/2021

COUNTY:

Department Review and Recommended Approval:

By: 

VINCENT CHAU, Program Coordinator  
Housing and Community Development Services, HHSA

Date: 3/16/2021

APPROVED: 

By: \_\_\_\_\_

JOHN M. PELLEGRINO, Director  
Department of Purchasing and Contracting

Date: 4-1-2021

**COUNTY CONTRACT NUMBER 562908**  
**AGREEMENT WITH ARBOR E&T, LLC dba RESCARE WORKFORCE SERVICES**  
**FOR EMERGENCY NON-CONGREGATE SHELTERING (COVID-19) PROGRAM**  
**EXHIBIT A – STATEMENT OF WORK**

1. Scope of Work/Purpose

Contractor shall implement and administer a countywide Emergency Non-Congregate Sheltering (COVID-19) Program for those individuals that have been tested and confirmed positive for COVID-19 virus, or a person under investigation (PUI) and are unable to self-quarantine. Contractor shall provide services as needed for those individuals which shall include at a minimum, temporary safe and secure hotel/motel sheltering; entry screening for eligibility of additional available resources such as Cal Fresh, and/or Medi-Cal; 3 daily meal food services; laundry services; hotel/motel cleaning services; to include biohazard waste management; site security; minimum daily wellness check in with sheltered individuals; case management services as needed; physical and mental health services, inclusive of crisis response, as identified; standard operating procedure for over-the-counter medication formulary for COVID-19 related symptoms, and courier services for prescription delivery; transportation from hotel/motel facility if needed when individuals are eligible to discharge from the program by fulfilling the requirements for isolation/quarantine per the County of San Diego Public Health Officer's Order supported by the Centers for Disease Control and Prevention (CDC) guidelines/recommendations. Contractor shall also provide transportation for those repatriating after hospital discharge. Contractor shall have a process for providing language translation services either through phone or other electronically available translation services and/or with assigned bilingual staff. Additionally, Contractor shall provide family finding services to those sheltered individuals to assist identification of other family members within or outside of the region, which could broaden the individual's support system as additional resources towards success when they transition from temporary hotel/motel sheltering program. Contractor shall provide the services above, as well as assist with permanent placement for individuals sheltered in the Emergency Non-Congregate Sheltering Program based on a high-risk condition, in accordance with CDC guidelines/recommendations and Project Roomkey (PRK).

2. Background

The County of San Diego is assisting in the health and safety of the region with the novel COVID-19 virus, which has potential to be life threatening and increase future health risks for county residents. The homeless population as well as those individuals who do not have facilities to shelter in place, who are confirmed as COVID-19 positive, or a person under investigation (PUI) or have an order to quarantine and need to have immediate services that will allow them to shelter in a safe and secure site with appropriate services until eligible to discharge from the program.

In March 2020, communities across California began operating PRK, a statewide, locally driven and state supported initiative to provide emergency non-congregate shelter (NCS) protective placements (e.g., hotel/motels) for people experiencing homelessness and in need of isolation. Counties and tribes operating PRK sites have continued to keep people experiencing homelessness and their communities safe during the COVID-19 pandemic. In response to the ongoing and increasing spread of COVID-19, PRK remains critical and is consistent with statewide and national public health recommendations and guidance. In December 2020, County of San Diego accepted PRK funding and will utilize the funding within the local PRK to urgently move participants into safe and stable housing.

Live Well San Diego Vision: The County of San Diego, Health and Human Service Agency (HHSA), supports the Live Well San Diego vision of Building Better Health, Living Safely, and Thriving. Live Well San Diego, developed by the County of San Diego, is a comprehensive, innovative regional vision that combines the efforts of partners inside and outside County government to help all residents be healthy, safe, and thriving. All HHSA partners and contractors, to the extent feasible, are expected to advance this vision. Building Better Health focuses on improving the health of residents and supporting healthy choices. Living Safely seeks to ensure residents are protected from crime and abuse, neighborhoods are safe, and communities are resilient to disasters and emergencies. Thriving focuses on promoting a region in which residents can enjoy the highest quality of life.

Information about Live Well San Diego can be found on the County's website and a website dedicated to the vision:

- 2.1. [http://www.sdcountry.ca.gov/hhsa/programs/sd/live\\_well\\_san\\_diego/index.html](http://www.sdcountry.ca.gov/hhsa/programs/sd/live_well_san_diego/index.html)
- 2.2. <http://www.LiveWellSD.org>

3. Definitions:

- 3.1. Beneficiary/Client/Participant/Individual – Individual(s) provided temporary sheltering service through this contract who have tested positive for COVID-19 or otherwise met criteria for sheltering through this contract.

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- 3.2. Case Management – The process by which the contractor provides linkages with other housing and service systems and its providers, acts as liaison between the target population and those other systems, and coordinates referrals to ensure access to necessary services to assist the target population to address their comprehensive needs.
- 3.3. Coordinated Entry System (CES) – The Coordinated Entry System (CES) is a collaborative process that supports homeless dedicated service providers in their work to help clients resolve homelessness. The Coordinated Entry System, along with the Homeless Management Information System, provides the infrastructure for providers connecting those in need to community resources.
- 3.4. Homeless – An individual or family who lacks housing; who lives on the streets; who stays in an abandoned building, vehicle or other areas not intended for human habitation.
- 3.5. Homeless Management Information System (HMIS) – System used to compile data received from clients who are experiencing homelessness.
- 3.6. Hotel/Motel Relationships – Agreements, formal or informal, with hotel/motels that allow for quick placement of program participants.
- 3.7. Household Unit – Individuals and/or families that would be residing together in one unit.
- 3.8. Service Area – County of San Diego region.
- 3.9. VI-SPDAT- Vulnerability Index Services Prioritization Decision Assistance Tool is a survey administered both to individuals and families to determine risk and prioritization when providing assistance to homeless and at-risk of homelessness persons.

4. General Service Delivery:

4.1. Hotel/Motel Sheltering Program:

- 4.1.1. Contractor shall administer a hotel/motel sheltering assistance program for all referred individuals experiencing COVID-19 or being person under investigation (PUI) or having an order to quarantine. On a case by case basis, certain asymptomatic high-risk individuals needing social distancing as a precautionary measure, such as people over 65 or with certain underlying health conditions (respiratory, compromised immunities, chronic disease) until more permanent isolation can be obtained for the individuals.
  - 4.1.1.1. County currently has existing relationships in the Mission Valley area.
- 4.1.2. Contractor shall utilize any existing relationship and/or establish new relationships with hotels/motels located throughout the San Diego region including the unincorporated areas of the County as needed
  - 4.1.2.1. Additional hotels/motels for this COVID-19 sheltering program shall be approved by County prior to use. Any new sites shall have adequate air conditioning/heating (so that air does not flow from the room sheltering individuals with COVID-19 to other rooms and spaces in the hotel), refrigerator, microwave, sleeping and sitting accommodations, ADA and wheelchair accessible rooms, and individual bathrooms per unit.
- 4.1.3. Contractor shall be able to accept referrals from the County-designated program only, unless authorized by the COR to secure hotel/motel placements, and issue payment for hotel/motel vouchers to hotel/motel operators.
- 4.1.4. Contractor shall have written policies and procedures for processing complaints.
- 4.1.5. Contractor shall ensure additional charges (e.g. phone call charges, room service, television/movie charges, etc.) are not allowed by the hotel/motel operator for clients. Reimbursement for additional charges will not be allowed as eligible costs under this contract.
- 4.1.6. Contractor shall place eligible individuals into a hotel/motel within 4 hours of initial referral or a time as agreed upon with the referring agency.
- 4.1.7. Contractor shall finalize Program Design documents within the first forty-five (45) calendar days of contract execution for County review and approval. Program design must include development of materials such as guidelines, agreements, process workflow, forms, reports, etc. other than those provided by San Diego County.
- 4.1.8. Contractor shall ensure that any belongings that accompany the referred individual for the hotel/motel sheltering program will be handled in a safe and sanitary manner for cleaning and secure storage to ensure minimal spread of bedbugs or other health issues.
- 4.1.9. Contractor shall ensure that individuals with pets will have pets either approved for sheltering at the hotel/motel with the individual or arrange for fostering or kenneling during the individual's participation in the temporary sheltering program.
- 4.1.10. Individuals who have been tested and confirmed positive for COVID-19 virus, or persons under investigation (PUI) and are unable to self-quarantine shall only remain lodged in the hotel/motel sheltering program until they

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have been cleared for discharge from the program by fulfilling the requirements for isolation/quarantine per the County of San Diego Public Health Officer's Order supported by the Centers for Disease Control and Prevention (CDC) guidelines/recommendations.

- 4.1.11. Contractor shall have a system in place for monitoring San Diego Public Health Officer orders and updates from CDC, and shall make programmatic changes in accordance with the most recent directives, in collaboration with County COR.
  - 4.1.12. Contractor shall have systems in place for timely placement of referred individuals, including the ability to accept referrals seven days a week, from 7 am to 11 pm, to meet the need.
  - 4.1.13. Contractor shall have a system in place to receive and respond to urgent client needs and County inquiries, seven days per week, 24 hours per day.
  - 4.1.14. Contractor shall have a mechanism for communicating staff changes to County COR immediately in order that electronic access to County systems may be discontinued.
    - 4.1.14.1. Contractor shall provide staffing schedule and organizational chart and shall ensure COR and Call Center are kept informed of changes.
  - 4.1.15. Core hotel/motel services will include safe and secure hotel/motel rooms, three meals provided daily, daily trash and refuse disposal, laundry service twice weekly per CDC guidelines for healthcare services, eligibility screening for possible resources and services, case management services, security guards on the property, 24/7 daily on-site management services, daily wellness checks for individuals, and physical and/or mental health wellness checks with crisis response when needed.
  - 4.1.16. Daily wellness checks shall be conducted by nurses who call each guest to conduct wellness checks. In addition, they will provide face-to-face and/or secondary calls for follow-up throughout the day until client is reached within the same day, with a focus on CDC-listed COVID-19-symptoms and medical emergencies until guests have been reached or screened for wellness and safety.
  - 4.1.17. As appropriate and as needed based on screening and activities listed above, Contractor shall assist in making referrals and shall arrange for telehealth or in person healthcare services.
  - 4.1.18. As appropriate and as needed, Contractor shall assist in making referrals to and regular coordination for behavioral health services through co-located County designated provider throughout the individual's hotel/motel sheltering program participation.
  - 4.1.19. As appropriate and as needed, Contractor shall offer support to clients in coordination of physical and behavioral health services, including needs of clients receiving medication assisted treatment (methadone/buprenorphine/suboxone/naltrexone).
  - 4.1.20. Contractor shall monitor the participation of individuals in the hotel/motel sheltering program on a daily basis and provide a report to the County no later than 11 PM and notify County when individuals are discharged upon meeting the CDC criteria for being released from isolation or quarantine, or if they leave the program prior to official discharge.
  - 4.1.21. Contractor shall ensure Donn and Doff station available for onsite COVID-19 Testing, to include waste management protocol/supplies.
    - 4.1.21.1. Contractor shall inform County immediately when a quarantine individual becomes symptomatic.
    - 4.1.21.2. Contractor shall coordinate with County to identify individuals to be tested, date, and results.
    - 4.1.21.3. Effective upon receiving training from County, Contractor shall conduct on-site COVID-19 testing, including waste management protocol, for individuals identified as per section 4.1.21.2 above.
  - 4.1.22. Contractor shall conduct a welcome call for all new guests upon arrival to shelter for the purpose of orienting the individual to the non-congregate COVID shelter program and shall provide a Welcome Packet with information developed for program participants in collaboration with County.
- 4.2. Screening:
- 4.2.1. Contractor shall interview referred individuals upon entry into the hotel/motel sheltering program to determine what physical and/or behavioral health services would be of benefit to the individual.
    - 4.2.1.1. If the individual has physical and/or behavioral health needs and would benefit from services, Contractor shall arrange for services for the individual as appropriate, including coordinating with the County-designated onsite behavioral health services provider(s).
  - 4.2.2. Contractor shall interview the referred individual within 48 hours to ascertain if individual is eligible for available services such as CalFresh, Medi-Cal, and other necessary resources as well as begin discharge planning including identification of family and other natural supports.

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- 4.2.2.1. If the individual is determined potentially eligible and would benefit from services, Contractor shall assist the individual as appropriate to receive such services.
- 4.2.3. If the individual is currently homeless, or at risk of becoming homeless (hereafter known as Tier 1), Contractor shall work with the individual to identify and provide referrals/linkages to housing and other resources for which they may be eligible.
  - 4.2.3.1. Contractor shall be knowledgeable about eligibility requirements for programs in the community including, but not limited to, County health services, benefit programs and other social services, and housing programs (e.g. Local shelter and Transitional Housing programs, Housing Choice Voucher Program, Veterans Affairs Supportive Housing Program, Project One For All, Whole Person Wellness, Rapid Re-Housing) and shall assist client in completing assistance applications for programs to which they may be potentially eligible.
- 4.3. Case Management for Tier 1 or Tier 2 individuals:
  - 4.3.1. Contractor shall provide case management to all individuals including, but not limited to, connecting clients with services, and working with hotel/motel operators to resolve any issues.
  - 4.3.2. Contractor shall make individual specific referrals to service providers that address issues such as substance abuse, mental illness, physical impairments and illness, financial management and assist in accessing benefits and other social service supports, housing, and other issues, as necessary for the individual or family.
  - 4.3.3. Contractor shall connect/refer individuals to applicable service organizations, government agencies, supportive service providers, etc., and properly document each referral and/or connection in HMIS.
  - 4.3.4. Referred individuals that present as COVID-19 positive may or may not require housing assistance. Individuals that are experiencing unsheltered and sheltered homelessness at time of entry into the sheltering program (Tier 1), shall receive additional housing services as needed in conjunction with County, to assist those individuals to have stable housing as soon as possible upon discharge from the sheltering program. Additional housing services shall consist of but not be limited to:
    - 4.3.4.1. Develop a housing plan to include the following:
      - 4.3.4.1.1. Identify client housing needs
      - 4.3.4.1.2. Identify barriers to housing
      - 4.3.4.1.3. Identify financial resources and needs
      - 4.3.4.1.4. Collect all necessary housing documents (birth certificates, ID's, bank statements, etc.) to assist with discharge planning.
      - 4.3.4.1.5. Complete case file with notes and documentation to support all the above.
  - 4.3.5. For those referred individuals that present as positive with COVID-19 who do not need housing services and are not experiencing homelessness at time of entry into the sheltering program (Tier 2), shall receive appropriate case management services and screening for other supports.
  - 4.3.6. Specific Case Management Requirements:
    - 4.3.6.1. Perform client needs assessment to determine potential benefits eligibilities (CalFresh, MediCal, CalWorks, etc.). Results shall be documented in the electronic case file.
    - 4.3.6.2. Daily Wellness Check. Contractor shall have written policies and procedures for Daily Wellness Checks, to include but not limited to, face-to-face and secondary calls for follow-up throughout the day, with a focus on CDC-listed Covid-19 symptoms and medical emergencies.
      - 4.3.6.2.1. Contractor shall have written policies and procedures for entering guests' room when guests have not responded to wellness check calls/in person visits and/or food delivery (at a minimum).
      - 4.3.6.2.2. Contractor shall measure and document symptoms in the electronic record.
      - 4.3.6.2.3. Contractor shall have written policies and procedures for Emergency transfer protocols; medical and psychiatric.
      - 4.3.6.2.4. Contractor shall have written policies and procedures for a verbal hand off report between emergency department provider and contractor when sending/transferring back (guests).
      - 4.3.6.2.5. Contractor shall have written policies and procedures for Emergency transfers and departure (discharge) from hotel. [example is 4.A.4 Emergency Transfer of the C&S Branch Manual}.
    - 4.3.6.3. Case Management for Housing Navigation. Contractor shall actively engage with clients upon intake and follow up, as needed, and shall:

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- 4.3.6.3.1. Measure and document in electronic case notes progress towards being housing ready (all documents collected, goals identified, and progress towards medical clearance for discharge, including symptoms, timelines, and testing, as applicable).
- 4.3.6.3.2. Begin searching for available housing or sheltering options that meet the needs of the client upon discharge, and document as housing navigation duties.
- 4.3.6.3.3. Prepare the client for landlord and/or housing program interviews, if applicable.
- 4.3.6.3.4. When applicable and in advance of discharge, attend virtual landlord or housing program interviews with client to provide context and explanation of incentives (if available), resources, and assistance available to client and landlord/ housing program and document efforts within case notes, delineated from case management and housing navigation.
- 4.3.6.3.5. Complete a VI-SPDAT for homeless clients sheltered based on a high-risk condition and shall obtain CES matches, as applicable, in order to assist the client in receiving Rapid Rehousing or Permanent Supportive Housing services.
- 4.3.6.3.6. Update services in the Coordinated Entry System (CES) no less than every sixty (60) days.
- 4.3.6.4. All clients are required to sign or verbally acknowledge and agree to a program participation form approved by the County that outlines rules and regulations that must be followed in addition to Public Health orders if issued. Contractor shall document client agreement or collect signed participation form from client within 24 hours of hotel placement. Rules must include but are not limited to:
  - 4.3.6.4.1. If client does not follow rules or does not meet specific goals, Contractor shall engage with client to resolve any issues and will involve law enforcement as needed.
- 4.3.6.5. Contractor shall obtain medical verification or self-certification of high-risk medical condition form from each individual sheltered due to high-risk condition.
- 4.4. Long-term Support Services: Contractor shall assist in identifying family members and other supportive individuals who may be willing to become sources of positive support for the individual once released from the program. Assistance may include identifying, searching for, and engaging family members and natural supports which could help the individuals develop meaningful and enduring connections to support them across their lifespan.
- 4.5. Transportation:
  - 4.5.1. Upon receiving discharge clearance per CDC guidelines, Contractor shall arrange for transportation from the hotel/motel which may include but is not limited to taxicab vouchers, bus fare, or other means of transportation, if needed. It is understood that some clients may not accept or require transportation services and, in that case, should also be documented in the record.
  - 4.5.2. Contractor shall also provide transportation upon guest repatriation after hospital or Emergency Dept. discharge, Contractor shall coordinate with the discharging site and shall provide safe and appropriate transportation, as needed.
  - 4.5.3. Contractor shall maintain invoices and receipts for all transportation costs. Invoices and receipts for reimbursement shall include but are not limited to the following:
    - 4.5.3.1. Client Name
    - 4.5.3.2. Date of Service
    - 4.5.3.3. Location of pickup
    - 4.5.3.4. Location of drop off
    - 4.5.3.5. Distance traveled
    - 4.5.3.6. Cost per mile (if applicable) and total cost.
- 4.6. Reporting and Documentation:
  - 4.6.1. Contractor shall strictly adhere to documentation and reporting practices which will allow County to accurately and correctly bill and receive reimbursement from any federal programs (i.e. FEMA, CARES Act) which may be available for the County's COVID-19 response.
  - 4.6.2. All project records under this Statement of Work (including client records, agreements, support documentation, etc.) shall be retained by the Contractor for a minimum of five years from the close of this contract. All project records shall be kept in a confidential manner by staff authorized to handle confidential information. The records must be made available for County staff to review when requested.
  - 4.6.3. Contractor shall document, at minimum, the following for each person contacted:



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**EXHIBIT A – STATEMENT OF WORK**

- 4.6.3.1. Name or other unique identifying information, age, racial/ethnic affiliation, gender, disability status (including physical, mental, HIV/AIDS), years homeless, history of domestic violence, veteran status, and other data as required.
- 4.6.3.2. Client contact information (e.g. cell phone number), to the extent possible.
- 4.6.3.3. Services received and housing plans, if needed.
- 4.6.3.4. Individual's housing plans shall identify goals toward obtaining stable housing, if identified as a need, following release from the sheltering program and include agreed upon planned follow-up activities.
- 4.6.3.5. Record of all case management contacts, and outcomes and agreements reached during those contacts.
- 4.6.3.6. In addition, Contractor shall coordinate with County to maintain the following data in the County's approved database for this project:
  - 4.6.3.6.1. Case Number/Client Identifier
  - 4.6.3.6.2. Client's Full Name
  - 4.6.3.6.3. DOB
  - 4.6.3.6.4. Address
  - 4.6.3.6.5. Social Security Number
  - 4.6.3.6.6. Family Status
  - 4.6.3.6.7. Referral Rec'd Date
  - 4.6.3.6.8. Placement Date
  - 4.6.3.6.9. Planned Discharge Date
  - 4.6.3.6.10. Actual Discharge Date
  - 4.6.3.6.11. Discharged To
  - 4.6.3.6.12. Test Date (Last Test) (Test)
  - 4.6.3.6.13. Test Result (Last Test) (Test)
  - 4.6.3.6.14. Result Date (Last Test) (Test)
  - 4.6.3.6.15. Population
  - 4.6.3.6.16. Hotel (Current Hotel Room) (Hotel Room)
  - 4.6.3.6.17. Room Number (Current Hotel Room) (Hotel Room)
- 4.6.4. Contractor shall maintain documentation to support all costs reimbursable under this contract including, but not limited to,
  - 4.6.4.1. Hotel/motel costs including, confirmation of payment with client name, dates of stay, amount paid.
  - 4.6.4.2. Contractor shall maintain invoices and receipts for all pet care costs associated with temporary fostering or housing of pets if the pet is not housed with the individual.
  - 4.6.4.3. Detailed invoices for contracted services, including meals, security, healthcare, and any other items/services required under this agreement.
- 4.6.5. The County agrees to indemnify hotel/motel for damage to hotel/motel property arising out of this agreement only as set forth below.
  - 4.6.5.1. In case of hotel/motel property damages exceeding normal wear and tear and that is directly caused by the occupant(s) of a Contractor room, Contractor shall submit to the County supporting documentation from the hotel/motel, including but not limited to, date incident took place and room occupancy timeframe, date incident reported to Contractor, description of damage, color photos of damage, quote for repair, receipts, and critical incident reports if applicable.
  - 4.6.5.2. In case of large hotel/motel property damage incidents that have potential to surpass \$50,000, the Contractor will take initial mitigation steps to prevent continued damage and contact the County as soon as possible.
  - 4.6.5.3. Reimbursements to damage require supporting documentation. This will include the following:
    - 4.6.5.3.1. Date incident took place and County room occupancy date timeframe of client.
    - 4.6.5.3.2. Date incident reported to the County.
    - 4.6.5.3.3. Description and photos of damage.
    - 4.6.5.3.4. Quote for repair of damage to room. Contractor shall obtain quote that will require any minor repair and submit to the County for price reasonableness and final approval.
  - 4.6.5.4. Repair to room must be done upon room vacancy. Timeframe to repair room shall not be billed to the County nor considered as utilized by the County.

**COUNTY CONTRACT NUMBER 562908**  
**AGREEMENT WITH ARBOR E&T, LLC dba RESCARE WORKFORCE SERVICES**  
**FOR EMERGENCY NON-CONGREGATE SHELTERING (COVID-19) PROGRAM**  
**EXHIBIT A – STATEMENT OF WORK**

- 4.6.6. Contractor shall track and report separately on the two target populations identified above as Tier 1 or 2. Contractor shall maintain and submit periodic reports according to the format and instruction provided by the County.
- 4.6.7. Contractor shall document all individuals served, hotel/motel operator issues that were resolved, and entered in HMIS. Contractor shall work with County to gain access and be trained by the Regional Task Force on the Homeless to provide Contractor implementation, training, and technical support for the HMIS data entry system. Contractor shall enter all Tier 1 client data into HMIS within seventy-two (72) hours of initial contact of individuals.
  - 4.6.7.1. If participant is already in HMIS, Contractor shall provide verification within the file.
  - 4.6.7.2. Contractor shall utilize HMIS to collect and report quarterly demographic data. At a minimum, Contractor shall input the following data elements:
    - 4.6.7.3. Entry Date, Exit Date, Age, Gender, Veteran Status, Ethnicity/Race, Zip-Code at Entry, Special Needs/Disabilities, Prior Living Situation, Amount and Source of Monthly Income (at entrance and at exit), Length of Stay (calculated automatically), Reason for Leaving and Destination.
- 4.6.8. Contractor shall provide the following reports on the frequency noted below:
  - 4.6.8.1. Immediate (within 12 hours of event): Critical Incidents
  - 4.6.8.2. Daily, including cumulative data:
    - 4.6.8.2.1. Number of Guests (from previous day end count – status as of 11:00 pm, including how many are homeless.
    - 4.6.8.2.2. Number of Rooms Filled (including how many are used by homeless guests)
    - 4.6.8.2.3. COVID status for all guests: Number positive, Number negative, Number pending, Number not tested
  - 4.6.8.3. Weekly:
    - 4.6.8.3.1. Percentage (%) of guests reached by Daily Wellness Checks
    - 4.6.8.3.2. Number of COVID+ individuals
    - 4.6.8.3.3. Number of Homeless COVID+
    - 4.6.8.3.4. Number of Homeless 65+ /Negative / At Risk
    - 4.6.8.3.5. COVID Pending
    - 4.6.8.3.6. COVID Cleared
    - 4.6.8.3.7. Number of Onsite Tests administered
    - 4.6.8.3.8. Number of Positive Test Results
    - 4.6.8.3.9. Number of Negative Test Results
    - 4.6.8.3.10. Number of Pending Test Results
    - 4.6.8.3.11. Number of Indeterminant Test Results
    - 4.6.8.3.12. Number of Law Enforcement involvement/incidents
    - 4.6.8.3.13. Number of 911 calls
    - 4.6.8.3.14. Number of Emergency Department Referrals (non-emergency or emergency)
    - 4.6.8.3.15. Number of Intakes for the following categories:
      - 4.6.8.3.15.1. Tier 1 (homeless)
      - 4.6.8.3.15.2. Tier 2
      - 4.6.8.3.15.3. First Responders
    - 4.6.8.3.16. Number of Discharges including which of the following destination categories applies:
      - 4.6.8.3.16.1. Home
      - 4.6.8.3.16.2. Convention Ctr. Shelter-Medical or institution
      - 4.6.8.3.16.3. Shelter-other
      - 4.6.8.3.16.4. Unknown
      - 4.6.8.3.16.5. Other, with description of destinations
    - 4.6.8.3.17. Number of Welcome Calls for the following categories:
      - 4.6.8.3.17.1. Tier 1
      - 4.6.8.3.17.2. Tier 2
    - 4.6.8.3.18. Number of Resource and Benefits Eligibility Screenings conducted
    - 4.6.8.3.19. Number of Housing Plans created/updated
    - 4.6.8.3.20. Number of Meals provided

**COUNTY CONTRACT NUMBER 562908**  
**AGREEMENT WITH ARBOR E&T, LLC dba RESCARE WORKFORCE SERVICES**  
**FOR EMERGENCY NON-CONGREGATE SHELTERING (COVID-19) PROGRAM**  
**EXHIBIT A – STATEMENT OF WORK**

- 4.6.8.3.21. Number of Laundry services provided
- 4.6.8.3.22. Number of Telehealth referrals completed
- 4.6.8.3.23. Number of Pets sheltered details and costs

4.7. Additional Resources

- 4.7.1. The following referenced exhibits are designed to clarify and provide additional instruction and details for the hotel/motel sheltering program. These exhibits are considered a part of the contract and SOW:
  - 4.7.1.1. Exhibit D - FEMA Provisions

**COUNTY CONTRACT NUMBER 562908**  
**AGREEMENT WITH ARBOR E&T, LLC dba RESCARE WORKFORCE SERVICES**  
**FOR EMERGENCY NON-CONGREGATE SHELTERING (COVID-19) PROGRAM**  
**EXHIBIT C – PRICING SCHEDULE**

<b>TERM</b>	<b>CONTRACT MAXIMUM AMOUNT (NOT TO EXCEED)</b>
Initial Term: Date of Contract Execution – 12/31/2020	\$12,743,974
County Option Period 1: 01/01/2021 – 06/30/2021	\$30,401,255
County Option Period 2: 07/01/2021 – 12/31/2021	\$14,554,693
<b>TOTAL CONTRACT MAXIMUM</b>	<b>\$57,699,922</b>

Detailed line item budget is subject to County COR approval. In accordance with Section 5.1.2 County COR may make Administrative Adjustments (“AA”) to line item budget changes only, all other changes to Exhibit C are subject to Section 6.1 Contracting Officer. No budget change may exceed the annual contract maximum.

## **COUNTY CONTRACT NUMBER 562908**

### **EXHIBIT D FEMA PROVISIONS**

#### **1. FEDERAL PROVISIONS**

##### **1.1. CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS.** Contractor shall, in accordance with 2 CFR 200.321 - Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms, take affirmative steps to include minority business, women's business enterprises, and labor surplus area firm by:

- (a) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (b) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (d) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
- (e) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

The following provision shall be an addition to Section 8.16 of the Contract:

##### **1.2. DEBARMENT AND SUSPENSION.**

- (a) This Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (b) The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (c) This certification is a material representation of fact relied upon by County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

##### **1.3. BYRD ANTI-LOBBYING AMENDMENT.**

- (a) Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

##### **1.4. PROCUREMENT OF RECOVERED MATERIALS.**

## COUNTY CONTRACT NUMBER 562908

### EXHIBIT D FEMA PROVISIONS

- (a) In the performance of this Agreement, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—
  - Competitively within a timeframe providing for compliance with the contract performance schedule;
  - Meeting contract performance requirements; or
  - At a reasonable price.
- (b) Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensiveprocurement-guideline-cpg-program>.
- (c) The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act."

#### 2. FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) PROVISIONS

##### 2.1. ACCESS TO RECORDS. The following access to records requirements apply to this Agreement:

- (a) The Contractor agrees to provide County, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions.
- (b) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- (c) The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the Agreement.
- (d) In compliance with the Disaster Recovery Act of 2018, the County and the Contractor acknowledge and agree that no language in this Agreement is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

##### 2.2. DHS SEAL, LOGO, AND FLAGS. The Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

##### 2.3. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS. This is an acknowledgement that FEMA financial assistance may be used to fund all or a portion of the Agreement. The Contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

##### 2.4. NO OBLIGATION BY FEDERAL GOVERNMENT. The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to the County, Contractor, or any other party pertaining to any matter resulting from the Agreement.

##### 2.5. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this Agreement.

## Budget Jan - June 2021 562908-03

All Region Summary Cost Description	Original Budget	Updated Budget	Original vs. Updated	Explanations for Updated Proposed Budget (Green hilighted - Excludable Costs for Supplemental EE 562908-03)
			Variance	
<b>Wages &amp; Salaries</b>	1,143,222	3,315,845	2,172,623	Additional staffing for Urban, Fairfield, Comfort Inn and Atwood Benefits for additional staff
<b>Fringe Benefits</b>	228,644	665,500	436,856	
<b>*Sub-total Salaries &amp; Benefits</b>	<b>1,371,866</b>	<b>3,981,345</b>	<b>2,609,479</b>	
<b>Consultant/Contract Services</b>				
Security	1,710,939	3,788,508	2,077,569	Additional Security for additional properites and guests
Janitorial and Trash	1,505,601	3,064,722	1,559,121	Additional trash services for additional properties
Healthcare	1,409,415	4,043,936	2,634,521	Additional Nursing staff to complete wellness checks for all properties
Food	1,383,750	2,325,000	941,250	additonal food for increased occupancy
Laundry	272,790	388,836	116,046	Additional laundry services for increased occupancy
Pest Control	88,292	108,000	19,708	Additional Pest control for increased occupancy
Mileage	1,725	1,725	-	
Transportation	202,440	102,440	(100,000)	Decrease in costs based on actual expenditures
<b>Insurance</b>				
GL/PL	79,482	79,482	-	
W/C	23,155	23,155	-	
Space Cost & Rental	4,116,896	6,762,498	2,645,602	Additional costs for increased occupancy
Staff Space	126,408	365,388	238,980	Additional costs for increased staffing
Consumable Supplies	146,000	446,000	300,000	Additional costs for PPE for increased occupancy and increased staffing
<b>* Equip, Rental/Lease/Purchase (Including minor equipment)</b>				
Utilities/Telephone	3,000	3,000	-	
Utilities/Telephone	17,070	17,070	-	
*Flexible Funding	42,000	42,000	-	
<b># Other Costs</b>				
Advertising	7,500	7,500	-	
Audit	29,112	29,112	-	
Payroll Processing	2,520	2,520	-	
System Applications	7,350	7,350	-	
Staff Education and Seminars	3,500	3,500	-	
Employee Background Checks	2,772	2,772	-	
Postage	2,000	2,000	-	
Out of Town Travel	3,202	3,202	-	
<b>Sub-total Services &amp; Supplies</b>	<b>11,186,919</b>	<b>21,619,715</b>	<b>10,432,797</b>	
<b>Total Direct Costs</b>	<b>12,558,785</b>	<b>25,601,061</b>	<b>13,042,276</b>	
<b>Indirect Costs 10.39%</b>	<b>1,304,858</b>	<b>2,659,950</b>	<b>1,355,092</b>	
<b>Sub-total</b>	<b>13,863,642</b>	<b>28,261,011</b>	<b>14,397,368</b>	
<b>Administrative Fee 5%</b>	<b>693,182</b>	<b>1,413,051</b>	<b>719,868</b>	
<b>Total for Program</b>	<b>14,556,825</b>	<b>29,674,061</b>	<b>15,117,237</b>	

**SUPPLEMENTAL BUDGET INFORMATION  
TO EXHIBIT C**

CONTRACTOR: Arbor E&T, LLC dba ResCare Workforce Services	CONTRACT NO.: 10345
CONTRACT PERIOD: Jan 1, 2021 - June 30, 2021	FUNDING SOURCE: County of San Diego

<b>INSURANCE</b>			
INSTRUCTIONS: Itemize COVERAGE below:		<b>Refer to Contract Exhibit B for Insurance Requirements</b>	
TYPE OF INSURANCE AND MINIMUM REQUIREMENTS	COMPANY NAME	AMOUNT OF COVERAGE	EXPIRATION DATE
Premises and Public Liability (Minimum liability limits of \$2,000,000 for bodily injury or death of any one person and \$4,000,000 for bodily injury or death resulting from any one occurrence. <b>(See Pro Forma Exhibit B - Insurance Requirements, Section 3.)</b>	ACE American Insurance Company	PREMISES \$4,000,000                      AUTO \$2,000,000	7/1/2020
Property Damage (Damage to property of not less than \$100,000 resulting from any one occurrence).	ACE American Insurance Company	\$4,000,000	7/1/2020
Fire/Theft Insurance on Equipment purchased with County Funds.	U.S. Specialty Insurance Company	\$5,000,000	1/1/2021
Professional Liability Insurance written on a claim basis and in an amount not less than \$2,000,000 each claim (if applicable).	ACE American Insurance Company	\$4,000,000	7/1/2020
Fidelity Bonding (\$25,000 or 25% of total contract whichever is less). To cover all people handling money and/or signing checks.	U.S. Specialty Insurance Company	\$5,000,000	1/1/2021
Worker's Compensation	ACE American Insurance Company	\$2,000,000	7/1/2020
<b>TOTAL COST</b>			<b>8,814</b>

	<b>PROGRAM(S)</b>							<b>TOTAL</b>
<b>TOTAL INSURANCE</b>	8,814							<b>8,814</b>



<b>Total Households</b>		<b>45</b>	
<b>Other Financial/Flexible Spending</b>	<b>Amount</b>	<b>Households</b>	
Legal Fees	\$ 300.00	45	
Utility Deposit	\$ 200.00	45	
Credit Repair	\$ 400.00	45	
Resolution of Outstanding Creditor Issues	\$ 600.00	45	
ADA equipment/special needs for new home	\$ 500.00	45	
Application fees	\$ 100.00	45	
<b>Total Home Habitable Costs</b>	<b>\$ 2,100.00</b>	<b>45</b>	<b>\$94,500</b>

**Total Other Financial Assistance \$222,298**

<b>Total Households</b>		<b>20</b>	
<b>Moving Costs</b>	<b>Amount</b>	<b>Households</b>	
Moving Costs	\$ 600.00	45	
<b>Total</b>	<b>\$ 600.00</b>	<b>45</b>	<b>\$27,000</b>

<b>Total Households</b>		<b>45</b>	
<b>Home Habitability</b>	<b>Amount</b>	<b>Households</b>	
Mattress, Frame and Bedding	\$ 600.00	45	
Table and Chairs	\$ 400.00	45	
Couch	\$ 800.00	45	
Kitchen (plates, cups, pots/pans, utensils, etc...)	\$ 120.00	45	
Misc (toilet paper, lighting, trash, hangers, broom, mop, cleaning supplies, etc...)	\$ 200.00	45	
<b>Total Home Habitable Costs</b>	<b>\$ 2,120.00</b>	<b>45</b>	<b>\$95,400</b>

<b>Total Households</b>		<b>45</b>	
<b>Documents Needed</b>	<b>Amount</b>	<b>Households</b>	
Birth Certificate Cost (Certificate fee - \$28 per copy for birth certificate, VitalChek processing fee \$12.95,			
Shipping fee (no cost for regular mail or \$19 for Express UPS overnight delivery)	\$ 59.95	45	
ID	\$ 35.00	45	
Misc. Documents (including printing and shipping fees)	\$ 25.00	45	
<b>Total Home Habitable Costs</b>	<b>\$ 119.95</b>	<b>45</b>	<b>\$5,398</b>

<b>CONTRACTOR:</b> Arbor E&T, LLC dba ResCare Workforce Services	<b>CONTRACT NO.:</b> 562908-03
<b>CONTRACT PERIOD:</b> Jan 1, 2021 - June 30, 2021	<b>FUNDING SOURCE:</b> County of San Diego Project Roomkey
<b>PROJECT:</b> San Diego Health and Human Services Agency Emergency Non-Congregate Sheltering (COVID-19) Program Housing Placement Add-On	<b>Prepared by:</b> Stacia Peters Phone#: 760-871-1966

BUDGET LINE ITEM	PROGRAM(S)							TOTAL
	Emergency Non-Congregate Sheltering (COVID-19)							
<b>PERSONNEL:</b>								
Wages & Salaries	208,813							208,813
Fringe Benefits	44,883							44,883
<b>Personnel Subtotal:</b>	253,696	-	-	-	-	-	-	253,696
<b>NON-PERSONNEL:</b>								-
@ Consultant/Contract Services	0							-
Mileage	896							896
Transportation	7,650							7,650
Insurance	8,814							8,814
Space Cost & Rental	93,527							93,527
Consumable Supplies	20,598							20,598
* Equip, Rental/Lease/Purchase (Including minor equipment)	7,432							7,432
Utilities/Telephone	4,034							4,034
'Flexible funding	222,298							222,298
Indirect Costs	65,173							65,173
# Other Costs	43,075							43,075
<b>Non-Personnel Subtotal:</b>	473,497	-	-	-	-	-	-	473,497
<b>Total Budget:</b>	727,194	-	-	-	-	-	-	727,194

**LEGEND**

- @ May require prior approval...consult COR.  
 \* Shall not be modified without COR approval.  
 + Residential projects only unless approved by COR.  
 # May require prior approval...contact COR.

FLEXIBLE FUNDING - EXCLUDABLE COST FOR SUPPL EE 562908-03

**ANTICIPATED PROJECT GENERATED REVENUE**

Client Fees \_\_\_\_\_  
 Donations \_\_\_\_\_  
 Other (Identify) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Total Revenue

-

\_\_\_\_\_  
AUTHORIZED SIGNATURE\_\_\_\_\_  
DATE

**PERSONNEL SCHEDULE\***

	Program:San Diego Health and Human Services Agency Emergency Non-Congregate Sheltering (COVID-19) Program	Contract No.:10345
CONTRACTOR: Arbor E&T, LLC dba ResCare Workforce Services		
CONTRACT PERIOD: Jan 1, 2021 - June 30, 2021	* This schedule shall not be modified without COR prior approval	

[illegible]

Pay Schedule (check one):      Weekly ☐      Bi-weekly ☒      Twice a Mo. ☐

**PERSONNEL SCHEDULE\***

	and Human Services Agency Emergency Non-Congregate Sheltering (COVID-19) Program
CONTRACTOR: Arbor E&T, LLC dba ResCare Workforce Services	
CONTRACT PERIOD: Jan 1, 2021 - June 30, 2021	* This schedule shall not be modified without COTR prior approval

[illegible]

Pay Schedule (check one):    Weekly ☐            Bi-weekly ☒            Twice a Mo. ☐

**SUPPLEMENTAL BUDGET INFORMATION  
TO EXHIBIT C**

<b>CONTRACTOR:</b> Arbor E&T, LLC dba ResCare Workforce Services	<b>CONTRACT NO.:</b> 10345
<b>CONTRACT PERIOD:</b> Jan 1, 2021 - June 30, 2021	<b>FUNDING SOURCE:</b> County of San Diego

<b>FRINGE BENEFITS</b>								
<b>Instructions:</b> Itemize budgeted amounts for FRINGE BENEFITS. Specify benefits such as FICA, SUI, Health /Dental Insurance, Retirement, etc.. Worker's Compensation coverage is under the INSURANCE section.								
<b>PROGRAM(S)</b>								
<b>FRINGE BENEFIT:</b>	<b>Emergency Non-Congregate Sheltering (COVID-19)</b>							<b>TOTAL</b>
FICA: Applicable Wages x % = \$1,315,072 x 7.65%	15,974							15,974
SUI: Applicable Wages x % = \$1,315,072 x 1.35%	6,139							6,139
HEALTH/DENTAL INS.: Monthly Amt. x # Emp x # Mos. = \$484.14 x 45 Emp x 6 Mos	20,046							20,046
RETIREMENT: Monthly Amt. x # Emp x # Mos. = \$50.42 x 45 Emp x 6 Mos	2,088							2,088
OTHER (Describe): FUI: \$1,315,072 x 0.14%	635							635
<b>TOTAL FRINGE BENEFITS</b>	<b>44,883</b>	-	-	-	-	-	-	<b>44,883</b>

**SUPPLEMENTAL BUDGET INFORMATION  
TO EXHIBIT C**

<b>CONTRACTOR:</b> Arbor E&T, LLC dba ResCare Workforce Services	<b>CONTRACT NO.:</b> 10345
<b>CONTRACT PERIOD:</b> Jan 1, 2021 - June 30, 2021	<b>FUNDING SOURCE:</b> County of San Diego

<b>CONSULTANT/CONTRACT SERVICES</b>								
<b>INSTRUCTIONS:</b> Itemize budgeted amounts for CONSULTANT/CONTRACT SERVICES. Identify name (if known) and type e.g., CPA, MSW, janitorial service. Describe purpose, e.g., staff training, case consultation, facilities maintenance. Indicate proposed estimated hourly and cost. At the end of this list, compute and enter the total cost. This total should reconcile with the CONSULTANT/CONTRACT SERVICES line item in the contract budget. All contracts for CONSULTANT/CONTRACT SERVICES over \$5000 for the contract period shall be submitted in advance of implementation for approval by the COTR. All consultant contracts shall contain the following items: Description of Services, Termination, Compensation, Duration and Effective Date.								
<b>PROGRAM(S)</b>								
	Emergency Non-Congregate Sheltering (COVID-19)	Emergency Non-Congregate Sheltering (COVID-19)	Emergency Non-Congregate Sheltering (COVID-19)	Emergency Non-Congregate Sheltering (COVID-19)	Emergency Non-Congregate Sheltering (COVID-19)	Emergency Non-Congregate Sheltering (COVID-19)		TOTAL
<u>NAME AND/OR TYPE OF CONSULTANT</u>								
<u>CONSULTATION PURPOSE</u>								
<u>ESTIMATED HOURLY RATE</u>								
<u>ESTIMATED NO. OF HOURS</u>								
<u>ESTIMATED COST/ CONTRACT PERIOD</u>	-	-	-	-				-
<b>TOTAL CONSULTANT/CONTRACT SERVICES</b>	-	-	-	-	-	-	-	-

Exh. C - Pg. 4 of 12

**SUPPLEMENTAL BUDGET INFORMATION  
TO EXHIBIT C**

<b>CONTRACTOR:</b> Arbor E&T, LLC dba ResCare Workforce Services	<b>CONTRACT NO.:</b> 10345
<b>CONTRACT PERIOD:</b> Jan 1, 2021 - June 30, 2021	<b>FUNDING SOURCE:</b> County of San Diego

<b>MILEAGE</b>								
INSTRUCTIONS: Itemized budgeted amount for Mileage.								
	<b>PROGRAM(S)</b>							
	<b>Emergency Non-Congregate Sheltering</b>							<b>TOTAL</b>
# OF EMPLOYEES	4							4
X # OF MILES PER MONTH/EMP	100							100
X # OF MONTHS	4							4
= TOTAL # OF MILES	1,600	-	-	-	-	-	-	1,600
X RATE PER MILE	0.56							
<b>MILEAGE TOTAL</b>	896	-	-	-	-	-	-	896

<b>TRANSPORTATION</b>								
INSTRUCTIONS: Itemized budgeted amount for Transportation.								
	<b>PROGRAM(S)</b>							
	<b>Emergency Non-Congregate Sheltering (COVID-19)</b>							<b>TOTAL</b>
<b>ITEM:</b>								-
Client Transportation	7,650							7,650
								-
								-
								-
<b>TOTAL TRANSPORTATION</b>	7,650	-	-	-	-	-	-	7,650

**SUPPLEMENTAL BUDGET INFORMATION  
TO EXHIBIT C**

<b>CONTRACTOR:</b> Arbor E&T, LLC dba ResCare Workforce Services	<b>CONTRACT NO.:</b> 10345
<b>CONTRACT PERIOD:</b> Jan 1, 2021 - June 30, 2021	<b>FUNDING SOURCE:</b> County of San Diego

SPACE COSTS AND RENTAL								
INSTRUCTIONS: Itemize budgeted amount for SPACE COSTS and RENTAL below. Complete this section even if no County costs are budgeted.								
PROGRAM(S)								
		Emergency Non-Congregate Sheltering (COVID-19)						TOTAL
SITE ADDRESS		Crown Plaza Mission Valley Staff Offices						
# of Square Feet Occupied		5105.2						5105.2
X Price Per Sq. Foot		4.58						
= Rent		23,382	-	-	-	-	-	23,382
X # of Months =		4						6
<b>Total Space Cost/Rental</b>		93,527	-	-	-	-	-	93,527
PLEASE INDICATE IF YOUR AGENCY IS PURCHASING ANY OF THE ABOVE FACILITIES. YES _____ NO <input checked="" type="checkbox"/>								
IF YES, PLEASE INDICATE WHICH FACILITY(IES).								



**SUPPLEMENTAL BUDGET INFORMATION  
TO EXHIBIT C**

<b>CONTRACTOR:</b> Arbor E&T, LLC dba ResCare Workforce Services	<b>CONTRACT NO.:</b> 10345
<b>CONTRACT PERIOD:</b> Jan 1, 2021 - June 30, 2021	<b>FUNDING SOURCE:</b> County of San Diego

<b>CONSUMABLE SUPPLIES</b>								
INSTRUCTIONS: Itemize budgeted amount for CONSUMABLE SUPPLIES. If you use a formula, please indicate below:								
<b>PROGRAM(S)</b>								
	<b>Emergency Non-Congregate Sheltering (COVID-19)</b>							<b>TOTAL</b>
<b>ITEM:</b>								
Consumable Supplies	8,964							8,964
PPE Supplies	11,505							11,505
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
<b>TOTAL CONSUMABLE SUPPLIES</b>	20,469	-	-	-	-	-	-	20,469

**SUPPLEMENTAL BUDGET INFORMATION  
TO EXHIBIT C**

<b>CONTRACTOR:</b> Arbor E&T, LLC dba ResCare Workforce Services	<b>CONTRACT NO.:</b> 10345
<b>CONTRACT PERIOD:</b> Jan 1, 2021 - June 30, 2021	<b>FUNDING SOURCE:</b> County of San Diego

<b>EQUIPMENT RENTAL/LEASE/PURCHASE</b>								
INSTRUCTIONS: Itemize budgeted amount for EQUIPMENT RENTAL/LEASE/PURCHASE (including minor equipment).								
	<b>PROGRAM(S)</b>							
<b>CATEGORY</b>	<b>Emergency Non-Congregate Sheltering (COVID-19)</b>	<b>Emergency Non-Congregate Sheltering (COVID-19)</b>	<b>Emergency Non-Congregate Sheltering (COVID-19)</b>					<b>TOTAL</b>
<b><u>RENTAL/LEASE:</u></b>								
Item: _____								
Amt. per Mo. _____								
# of Mos. _____								
Total _____	-	-	-	-	-	-	-	-
<b><u>RENTAL/LEASE:</u></b>								
Item: _____								
Amt. per Mo. _____								
# of Mos. _____								
Total _____	-	-	-	-	-	-	-	-
<b><u>PURCHASE, LEASE OPTION TO PURCHASE</u></b>								
Item: _____	Staff Laptops	Printers	Toshiba					
Amt. per Mo. _____	1,400.00	2700	133.00					
# of Mos. _____	3.00	1	4	0				
Total _____	4,200			-	-	-	-	4,200
<b>TOTAL EQUIPMENT RENTAL LEASE/PURCHASE</b>	4,200	2,700	532	-	-	-	-	7,432

**SUPPLEMENTAL BUDGET INFORMATION  
TO EXHIBIT C**

<b>CONTRACTOR:</b> Arbor E&T, LLC dba ResCare Workforce Services	<b>CONTRACT NO.:</b> 10345
<b>CONTRACT PERIOD:</b> Jan 1, 2021 - June 30, 2021	<b>FUNDING SOURCE:</b> County of San Diego

<b>FIXED ASSETS/MINOR EQUIPMENT</b>								
<p>Instructions: Fixed Assets: Itemize all equipment purchases and lease option agreements. Equipment, as a result of purchase or exercise of a lease option, with a value of \$5,000 or more and/or a life of one year or more in non-expendable and the title vests in the County of San Diego and/or funding sources. Contractor is responsible for inventory control, recordkeeping, pickup and return of assets to the County.</p> <p>Minor Equipment: Equipment costing less than \$5,000.</p>								
	<b>PROGRAM(S)</b>							
	<b>Emergency Non-Congregate Sheltering (COVID-19)</b>							<b>TOTAL</b>
<b><u>FIXED ASSETS:</u></b>								-
								-
								-
								-
								-
								-
<b><u>MINOR EQUIPMENT</u></b>								-
								-
								-
								-
								-
								-
<b>TOTAL FIXED ASSETS/ MINOR EQUIPMENT</b>	-	-	-	-	-	-	-	-

**SUPPLEMENTAL BUDGET INFORMATION  
TO EXHIBIT C**

<b>CONTRACTOR:</b> Arbor E&T, LLC dba ResCare Workforce Services	<b>CONTRACT NO.:</b> 10345
<b>CONTRACT PERIOD:</b> Jan 1, 2021 - June 30, 2021	<b>FUNDING SOURCE:</b> County of San Diego

UTILITIES/TELEPHONE								
INSTRUCTIONS: Itemize budgeted amount for UTILITIES/TELEPHONE:								
	PROGRAM(S)							
	Emergency Non- Congregate Sheltering (COVID-19)							TOTAL
<b>UTILITIES:</b>								
Gas & Electric								-
Water								-
Total Utilities	-	-	-	-	-	-	-	-
<b>TELEPHONE:</b>								
Total Telephone	4,034							4,034
<b>TOTAL UTILITIES/TELEPHONE</b>	4,034	-	-	-	-	-	-	4,034

FLEXIBLE FUNDING								
INSTRUCTIONS: Itemize budgeted amount for FLEXIBLE FUNDING								
	PROGRAM(S)							
								TOTAL
<b>FLEXIBLE FUNDING</b>								-
<i>See FLEX guest spend tab</i>	222,298							222,298
<b>TOTAL FLEXIBLE FUNDING</b>	222,298	-	-	-	-	-	-	222,298

**SUPPLEMENTAL BUDGET INFORMATION  
TO EXHIBIT C**

<b>CONTRACTOR:</b> Arbor E&T, LLC dba ResCare Workforce Services	<b>CONTRACT NO.:</b> 10345
<b>CONTRACT PERIOD:</b> Jan 1, 2021 - June 30, 2021	<b>FUNDING SOURCE:</b> County of San Diego

<b>INDIRECT COST (FEDERAL APPROVED RATE)</b>								
INSTRUCTIONS: Provide information on the Federally approved Indirect Rate charged to this contract. Attach a copy of the approved document.								
	<b>PROGRAM(S)</b>							<b>TOTAL</b>
<b>Percentage</b>	<b>10.39%</b>							
<b>INDIRECT COST</b>	65,173							65,173

<b>OTHER COSTS</b>								
List all other costs not identified above, including description and cost. For out of town travel, include transportation, plus lodging costs, times number of employees, times number of days, equals total trip cost. Itemization must be specific - rather than using the terms "etc." or "miscellaneous" to identify Other Cost items.								
	<b>PROGRAM(S)</b>							<b>TOTAL</b>
<b>Cost Item:</b>								-
Advertising	400							400
Audit	1,454							1,454
Payroll Processing	807							807
System Applications	2,520							2,520
Staff Education and Seminars	1,800							1,800
Employee Background Checks	1,452							1,452
Postage	20							20
Out of Town Travel	0							-
Management Fee	34,622							34,622
								-
								-
								-
<b>TOTAL OTHER COSTS</b>	43,075	-	-	-	-	-	-	43,075